

**SUMMARY OF THE  
NELAC BOARD OF DIRECTORS/CHAIRS MEETING  
DECEMBER 14, 1999**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) convened prior to the opening plenary session of the Fifth NELAC Interim Meeting at 8:30 a.m. Eastern Standard Time (EST) on December 14, 1999 at the J.W. Marriott hotel in Washington, DC; all committee chairs had been invited to participate in this meeting. The meeting was lead its chair, Dr. Jim Pearson of the Virginia Division of Consolidated Laboratory Services. Dr. Pearson followed the prepared agenda. Incomplete action items from past meetings are shown in Attachment A and the list of participants is shown in Attachment B.

**INTRODUCTION**

At the recommendation of Dr. Pearson, the board omitted its review of previous minutes and action items in deference to the limited time available for this meeting.

**TOPICS OF DISCUSSION**

**Policy on Conflicting Requirements**

The previously distributed draft policy for resolving inadvertent conflicts with the NELAC Standards was discussed. The need for such a policy has become apparent for effectively responding to discovered discrepancies or conflicts. General agreement was expressed that such a mechanism is necessary in order to ensure continued progress in implementation of the NELAC Standards by the National Environmental Laboratory Accreditation Program recognized accrediting authorities. Consensus on the general approach was expressed. Concern was expressed that the board not use the policy modify the democratically-approved standards. It was agreed that the affected committees would be involved in applying this policy. Following this discussion, it was moved, seconded and unanimously approved that the board adopt the policy as written.

**Meeting with Office of Water (OW)**

Dr. Pearson and other attending board members summarized yesterday's meeting with Cynthia Dougherty of USEPA's OW regarding the Federal Register notice of December 1, 1999 (page 67450). Its regulations differ significantly from the NELAC Standards regarding proficiency testing (PT). Disappointment was expressed at the failure of USEPA and NELAC to work together to develop consistent approaches to laboratory issues. Several options for reconciling the NELAC standards and the USEPA regulations were discussed without resolution.

**Preview of NELAC Vi Proceedings**

Dr. Pearson polled committee chairs to preview issues for which they anticipated active discussion

and encouraged the assigned board liaisons to be sure to attend the sessions of their assignments. He also reminded the chairs to follow the the session ground rules, which will be posted in each session, for facilitating and expediting discussion.

#### **NEXT MEETING**

The next meeting of this board is scheduled for January 18, 2000.

**Attachment A**

**NELAC BOARD OF DIRECTORS/CHAIRS  
INCOMPLETE ACTION ITEMS FROM PAST TELECONFERENCES  
DECEMBER 14, 1999**

<b>Date of Meeting</b>	<b>Action</b>	<b>Status</b>
01/11/99	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the website. They are to submit these to Dr. Irene Ronning.	On-going
02/04/99	Ms. Mourrain, Ms. Batterton, Ms. Sample and Dr. Hartwig will work on developing a training program for the Committee Chairs. Material was updated in response to comments. Ms. Sample and Ms. Labie will review.	Completed  On-going
07/31/99	Dr. Ken Jackson will draft a letter to the Editors of the Environmental Laboratory Washington Report pointing out the inaccuracies in the ACIL article.	On-going
9/23/99	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
10/28/99	Ms. Finazzo will coordinate contact of EPA regional tribal coordinators to determine extent of existing tribal environmental programs, and interest in NELAC	On-going
11/18/99	Ms. Mourrain will contact EPA lawyers about WPI proposal to see if we can accept.	Ms. Mourrain is awaiting a response from WPI
11/18/99	Board will notify nominees to the GIES training to see if available and interested.	Dr. Pearson has contacted all nominees and is awaiting some responses
11/18/99	Ms. Mourrain will develop a policy for response to conflicting requirements in the standards.	Ongoing
12/2/99	Ms. Mourrain will continue processing of AARB charter	
12/2/99	Ms. Mourrain will post the files for comments' processing on the NELAC web site.	
12/2/99	Ms. Mourrain will supply NELAC letterhead to committee chairs for use in processing comments.	
12/2/99	Ms. Mourrain will distribute recent Federal Partners' meeting minutes in which exemption of federal agencies as secondary accrediting authorities is addressed.	

**Attachment B**

**LIST OF PARTICIPANTS  
BOARD OF DIRECTORS MEETING**

## DECEMBER 14, 1999

Name	Affiliation	Address
Dr. Jim Pearson Chair	VA Division of Consolidated Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 E-mail: jpearson@dgs.state.va.us
Dr. Charles Brokopp (absent)	UT Department of Health	Tel: 801-584-8406 Fax: 801-584-8486 E-mail: cbrokopp@doh.state.ut.us
Dr. Ron Cada (absent)	CO Department of Health	Tel: 303-692-3096 Fax: 303-344-9989 E-mail: ron.cada@state.co.us
Ms. Lisa Doucet	USEPA/ORD	Tel: 202-564-1416 Fax: 202-565-2441 E-mail: doucet.lisa@epa.gov
Ms. Barbara Finazzo (absent)	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 E-mail: finazzo.barbara@epamail.epa.gov
Dr. Ken Jackson	NY Department of Health	Tel: 518-485-5570 Fax: 518-485-5568 E-mail: jackson@wadsworth.org
Dr. Paul Kimsey	CA Department of Health Services	Tel: (510) 540-2408 Fax: (510) 540-3075 E-mail: pkimsey@dhs.ca.gov
Ms. Silky Labie	FL Department of Environmental Protection	Tel: 904-488-2796 Fax: 904-922-4614 E-mail: labie_s@dep.state.fl.us
Ms. Jeanne Mourrain Director	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4261 E-mail: mourrain.jeanne@epamail.epa.gov
Ms. Anne Rhyne (absent)	TNRCC	Tel: 512-239-1291 Fax: 512-239-6410 E-mail: arhyne@tnrcc.state.tx.us
Ms. Jackie Sample	US DOD	Tel: (843) 764-7337 (11) Fax: (843) 764-7360 E-mail: samplejh@navsea.navy.mil
Dr. Frederic Siegelman	USEPA, OEI	Tel: 202-564-5173 Fax: 202-565-2441 E-mail: siegelman.frederic@epa.gov
Mr. John Anderson	Chair, Accrediting Authority Committee	Tel: 217-782-6455 Fax: 217-524-0944 E-mail: jpanderson@epa.state.il.us
Mr. Steve Baker (absent)	Chair, On-site Assessment Committee	Tel: 602-255-3454 Fax: 602-255-3462 E-mail: sbaker@hs.state.az.us

**LIST OF PARTICIPANTS (CONTINUED)**  
**BOARD OF DIRECTORS MEETING**  
**DECEMBER 14, 1999**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Ms. Carol Batterton	co-Chair, Transition Committee	Tel: 512-239-6300 Fax: 512-239-6390 E-mail: cbattert@tnrcc.state.tx.us
Ms. Barbara Burmeister (absent)	Chair, Proficiency Testing Committee	Tel: 608-833-1770 Fax: 608-833-2803 E-mail: burmie@mail.slh.wisc.edu
Mr. Matt Caruso	Chair, National Database Committee	Tel: 518-485-5570 Fax: 518-485-5568 E-mail: caruso@wadsworth.org
Dr. Marcia Davies	Chair, Program Policy and Structure Committee	Tel: 402-697-2555 Fax: 402-697-2595 E-mail: marcia.c.davies@usace.army.mil
Dr. John Griggs (absent)	Chair, Accreditation Process Committee	Tel: 334-270-3450 Fax: 334-270-3454 E-mail: griggs.john@epamail.epa.gov
Dr. Michael Miller	Chair, Regulatory Coordination Committee	Tel: 609-633-2804 Fax: 609-777-1774 E-mail: mmiller@dep.state.nj.us
Dr. Irene Ronning (absent)	Chair, Membership and Outreach Committee	Tel: 503-229-5505 Fax: 503-229-5682 E-mail: irene.e.ronning@state.or.us
Dr. Bart Simmons	Chair, Field Measurements Committee	Tel: 510-540-3003 Fax: 510-540-2305 E-mail: bsimmons@ix.netcom.com
Mr. Joe Slayton (absent)	Chair, Quality Systems Committee	Tel: 410-305-2653 Fax: 410-305-3095 E-mail: slayton.joe@epamail.epa.gov
Dr. Gene Tatsch (Contractor Support)	Research Triangle Institute	Tel: 919-541-6930 Fax: 828-628-0659 E-mail: cet@rti.org